

SECRET

\*OGC Has Reviewed\*

3 September 1954

MEMORANDUM FOR: Office of Training

ATTENTION :

[REDACTED]

25X1A

FROM :

Office of General Counsel

SUBJECT :

Use of Copyrighted Material

1. We are informed by your office that you have occasion to prepare instructional material from time to time and would like to include therein excerpts from copyrighted publications. We have previously advised you that it is necessary to obtain permission from the copyright holder. This procedure has been followed but it seemed desirable to investigate the matter further to see if some sort of blanket permission could be obtained from certain of the leading publishing houses. Consequently, while in New York last Tuesday, I discussed this matter at some length with the President of McGraw Hill Book Company who has had wide experience in dealing with the Armed Services on this subject and is Chairman of a publishing industry committee dealing with this problem.

2. The publishing industry does insist that government departments secure permission in each case where copyrighted material is to be copied. They are unwilling to grant any sort of blanket permission since in some cases their agreement with the author does not allow them to grant the authorization desired by the government. However, the Armed Services and certain other government departments have developed form letters for use in requesting permission from publishers.

3. There is attached hereto a suggested form letter to be sent to publishers when the Office of Training desires to include copyrighted material in its issuances. This form has been prepared by us upon the basis of information provided by your office. It is believed that in most cases permission will be granted without payment of any fee. We would appreciate it if you will advise us as to your experience in the use of this form and suggest any changes which may appear desirable on the basis of your use.

25X1A

[REDACTED]  
Assistant General Counsel

Attachment

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OGC/RGH:mks

Orig &amp; 1 - Addressee

1 - <sup>Procurement etc</sup> Copyright File

1 - RGH Chrono.

1 - OGC 349 South

✓ 1 - Chrono.